HOLY TRINITY
CE Primary School

part of the

LDBS Academies Trust
LAT and LAT 2

Health and Safety Policy

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TRUST VISION STATEMENT

“The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.” (Matthew 13: 31-32)

In the parable of The Mustard Seed, Jesus reminds us that even the smallest of seeds has the potential to grow into the fullness of itself. We aim to provide the right environment for our children, and all whom we serve, to flourish into the fullness of themselves. He tells us these seeds grow into trees, capable of providing a home for a rich diversity of life, our work is to ensure all in our communities grow into people of compassion and wisdom with a deep spiritual understanding of how to support the needs of others.

SCHOOL VALUES

“You are the light of the world. A city on a hill cannot be hid. No one after lighting a lamp puts it under a basket, but on the lamp stand, and it gives light to all. In the same way, let your light shine before others, so that they may see you good works and give glory your father in heaven". Matthew 5 v 14 - 16

We are a school that is more than bricks and mortar.

A place with a zest for learning without walls or limitations, where all are *held in the arms of love - respected* and encouraged.

A school that ignites curiosity *to take us beyond the world we already know; to r*ead the stories that have been told before us and write those yet to come.

A community that helps us pave our way, as we make great strides; where memories are made, that leave a sparkle in our eyes, and a smile on our face.

A place that builds strong foundations.

To cherish, to wonder, to dream, to flourish, to succeed.

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1 Purpose of this document

This policy sets out our approach to health and safety across the LDBS Academies Trust and the LDBS Academies Trust 1 ("the Trust").

Error! Reference source not found. sets out the specific arrangements, procedures or staff for this school.

2 Aim of the Trust

Our Trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures among staff, pupils and all visitors to our school sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

3 Legislation

This policy is based on advice from the Department for Education (DfE) on health and safety in schools, guidance from the Health and Safety Executive (HSE) guidance for schools, including incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height
- Provision and Use of Work Equipment Regs 1998 (PUWER)

The school follows national guidance published by UK Health Security Agency (formerly Public Health England), and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association (LDBS Academies Trust - Governance) and LDBS Academies Trust - Governance) and should be This document should be read in conjunction with the following Trust and school policies:

- Child Protection and Safeguarding Policy
- Medicines and Supporting Pupils with Medical Conditions Policy (including pupils with long-term medical needs)
- Policy for pupils with Special Educational Needs and Disabilities,
- Risk Assessment Policy;
- First Aid Policy
- Individual schools' risk assessments.

4 Roles and Responsibilities

4.1 The Trust

The Trust has ultimate responsibility for health and safety matters in each of its schools. The Trust will oversee health and safety, as led by the Chief Executive Officer. The responsibility for the day-to-day health and safety in each school is delegated to the Headteacher in accordance with the trust scheme of delegation.

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

4.2 The LAC Named Governor for Health and Safety

Each school has a named local governor who oversees health and safety in their setting. This person reports to the Trust CEO and helps to monitor health and safety in collaboration with, and as a critical friend of, the school's Headteacher. The name of this school's Named Governor is listed in Annex I.

The Named Governor is expected work with the Headteacher to draw up a health and safety report every term, which reflects both the findings of a termly health and safety site walk and a Health and Safety meeting with the Headteacher, the Nominated Competent Person for Health and Safety and the Site Manager / Caretaker to review the health and safety practices at the school.

4.3 The Headteacher

The Headteacher of each school is responsible for day-to-day health and safety. In the case of Little Engineers Nursery, in this document the term "Headteacher" also refers to the Nursery Manager, and "school" refers to both Nurseries. The name of the Headteacher in this school can be found in Annex I.

The Headteacher is required to organise health and safety walks and review meetings at least once a term. The Review meeting should include the key people involved in implementing and monitoring health and safety in the school, including (see names in Annex I) the:

- LAC named governor for Health and Safety
- Nominated Competent Person for Health and Safety
- Caretaker / Premises Manager
- Educational Trip Coordinator (as and when relevant); and
- School First Aid Leader (as and when relevant)

As ensuring the day-to-day Health and Safety of the school is the responsibility of the Headteacher, the Chairing of the Health and Safety Review Meeting and Walks cannot be delegated to another staff member in other than exceptional, circumstances. The report of these termly walks and review meetings will be drafted jointly by the LAC Named Governor for Health and Safety and the Headteacher, for presentation at the following Local Academy Committee. The LAC meeting reports are sent to the CEO of the Trust for submission to the Board of Directors of the Trust.

The Headteacher is to notify the LAC Named Governor for Health and Safety, the Chair of the LAC and the CEO of the Trust should a major significant Health and Safety emergency arise in between meetings.

The day-to-day management of health and safety at the school involves:

- Implementing the health and safety policy
- Implementing the risk assessment policy, ensuring that all necessary risk assessments are completed by the appropriate individuals, regularly reviewed and risk mitigation measures are undertaken.
- Risk assessments will, amongst others, ensure that:
    - There is enough staff to safely supervise pupils, taking into account their ages, circumstances and recognised needs
    - School premises are safe and regularly inspected
    - Staff are adequately trained in the health and safety aspects of their role
    - Appropriate evacuation procedures are in place and regular fire drills are held
    - In case of absence of the headteacher or a staff member with designated health and safety responsibilities, these will be clearly delegated to another member of staff
    - Contractors are monitored for their compliance with health and safety (e.g. cleaning, building, catering), to ensure the necessary risk assessments have been undertaken and are being followed (e.g. training, access to Personal Protective Equipment (PPE), etc). Verify public liability insurance £5m+.

The Headteacher may delegate some of the risk mitigation activities that flow from the risk assessments to the school's Nominated Competent Person for H&S (see 4.4) other individual best placed to ensure these measures are in place.

The Headteacher shall nominate a person who is to lead the response to health and safety incidents should these occur when they are absent.

4.4 Trust Health and Safety Leads

The appointed Trust lead for health and safety is the Chief Operating Officer of the Trust. The appointed Trust lead for health and safety as it relates to the school kitchens and school meals is the Executive Chef of the Trust. The Executive Chef of the Trust is also the Allergy Awareness Leader for the Trust.

4.5 School Nominated Competent Person for Health and Safety

The Nominated Competent Person for health and safety in each school is the School Business Manager, or, in schools where this role does not exist, the Office Manager.

The names of the people in these positions can be found in the Health & Safety Policy.

4.6 Educational Visit Coordinator

Each school has an Educational Visit Co-ordinator (EVC). The EVC is an experienced trip leader who has had EVC health and safety training. The EVC (often a Deputy / Assistant Head, or senior teacher) supports the school's trip leaders in the assessment and management of trip-related risks. The EVC is also responsible for the assessment of outside providers and the vetting of staff's ability to lead visits. The EVC is responsible for advising Headteachers and Governors when they are approving trips. The EVC is appointed by the Headteacher. The Headteacher will assume the role of EVC in the absence of an explicitly appointed EVC.

4.7 School First Aid Leader

The responsibilities of the School First Aid Leader are set out in the school's First Aid Policy and Medicines and Supporting Pupils with Medical Conditions Policy (including pupils with long-term medical needs).

The first aid leader is responsible for working with the Headteacher to establish effective first aid procedures for the school and for ensuring their proper implementation. They are also responsible for adequately supporting the Headteacher in meeting the school's responsibilities under the school's Medicines and Supporting Pupils with Medical Conditions Policy (including pupils with long-term medical needs) Policy.

They are also key in advising the Headteacher on the storage (along with relevant medication) of Individual Health Plans (IHPs) and ensuring these are up to date. They also support the Headteacher in assessing first aid training requirements and organizing the training. The School

First Aid Leader is also the School's Allergy Awareness Leader. The responsibilities of the School First Aid Leader are specified in Annex VII.

4.8 Staff

By law, all workers have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. School staff moreover have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

All staff should make risk assessments whenever there is a significant hazard or new activity that could affect health and safety, to ensure proportionate measures are in place to control risks.

In general, staff are expected to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

4.9 Pupils and parents/carers

Pupils and parents/carers are responsible for following the Trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.10 Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Verify public liability insurance £5m+. Before work begins, the Headteacher will verify the risk assessment of all the contractor's planned work, to ensure that any required mitigation measures are adequate. This responsibility may be delegated to the School Nominated Competent Person for Health and Safety for smaller scale works deemed to be low risk. Contractors doing work that may disturb Asbestos Containing Materials have to sign the Asbestos register.

In line with the Trust's Child Protection and Safeguarding Policy, no contractors are allowed to be left unattended without a valid identification and a clean DBS certificate.

5 Risk Assessments

Active health and safety management in a school is based on wide-ranging and thorough regular risk assessment of all risks. The school conducts these Risk Assessments in line with the Trust's and School's Risk Assessment Policy. Staff conduct risk assessments for significant hazards/new activities (MHSWR 1999).

Headteacher ensures general/curriculum RAs are completed/reviewed annually or on change. The Trust Risk Assessment template can be found in the Risk Assessment Policy. The School Nominated Competent Person for Health and Safety is to coordinate the School's Risk Assessments and submit them for review in the school's termly H&S Review meeting.

6 Training and Communication

All schools must ensure that all staff have had basic Health and Safety training as part of their induction, and it should be repeated at least annually and whenever there are material changes to any school health and safety rules or procedures that may affect them. The training should include at least:

- The contents of this policy, including the clear visual identification of people with H&S responsibilities in the school
- The school's First Aid procedures, including the storage of medication
- First Aid requirements in the context of trips and visits
- Allergy management, including procedures for school meals
- Fire Safety and Emergency Evacuation Procedures, including staff responsibilities in this context
- School reporting procedures for incidents, near misses and H&S concerns

All staff roles should be assessed for their health and safety training needs. Staff with specific Health and Safety-related responsibilities, must have health and safety training in the area(s) and to the level(s) required for their role. This training should take place before they take on their responsibilities, and their training should be refreshed regularly in line with best practice.

7 Incident Reporting

The school is expected to put in place clear, legally compliant procedures for the recording of all accidents, incidents, near misses, cases of work-related ill health and dangerous occurrences, whether they involve employees, pupils, contractors or visitors. The reporting and recording of incidents should happen as quickly as possible, on the day they occur or as soon as practicable thereafter.

The Headteacher is responsible for ensuring that incidents are investigated, that appropriate corrective actions are identified and implemented, and that incidents meeting Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) thresholds are escalated immediately to the Trust Health and Safety Lead for external reporting to the HSE.

8 Areas of Health and Safety

General risk assessments should be in place for the most common risks faced in a school. The main known areas of risk in a school that require a risk assessment and related risk mitigation actions are:

8.1 Fire Safety and Emergency Evacuation

The Trust guidance for Fire Safety Risk Assessments (FSRA) and Fire Emergency Evacuation Procedures (FEEP) for this school is detailed in Annex II and Annex III. Schools must have both in place in line with this guidance, which provides the minimum requirements for signage, drills, alarm testing, staff training, PEEPs and on- and off-site assembly arrangements.

8.2 Site Security

The Headteacher is responsible for ensuring that the measures are procedures in place for ensuring the security of the school site, in and out of school hours, are fit-for-purpose and that executed as prescribed. They may delegate the responsibility for executing or arranging the execution of visual inspections of the site, and for the intruder and fire alarm systems, to their Nominated Competent Person for Health and Safety).

The keyholders for the school are the Headteacher, the Nominated Competent Person for Health and Safety and the Site Manager and will respond to an emergency. No undue risk should be taken (e.g. no staff member should enter the school site out-of-hours to investigate a suspected break-in of a vacant site, if there is any risk the intruder may still be on the premises).

8.3 Lock-Down Procedures and Measures

DfE non-statutory guidance on protective security for education settings, requires each school to have site-specific lockdown, invacuation and evacuation procedures as part of their critical incident planning.

Schools must have a dynamic lockdown plan in place, covering:

- Triggers: Intruders, weapons, local hazards (e.g. animal escape), terrorism alerts or police advice.
- Types: Full lockdown (barricade doors/windows, lights off, silence); partial (specific areas); invacuation (move indoors from external threat).
- Communication: Alert via PA/app/text (e.g. "Code Red"), with staff trained to act immediately without waiting for confirmation.
- Actions: Secure rooms, account for pupils/visitors, no use of phones/windows, await police all-clear.

Roles and responsibilities

- Trust board: Approve model procedures, monitor compliance via audits, support high-risk schools with security assessments.
- Headteachers: Lead site plan development, appoint lockdown coordinator, liaise with police/local resilience forums.
- Staff: Trained to implement Lockdown Procedure immediately, support vulnerable pupils (adapt PEEPs), report suspicious activity.
- The Nominated Competent Person For Health and Safety is responsible for ensuring grab kits are up to date with essential items (registers, meds, phones, first aid) in accessible locations in case of urgency.

- Mandate annual staff training (including SEND adaptations)
- Unannounced termly drills with debriefs/records. Require review after drills, incidents or building changes;
- Present data to the LAC Link Governor for H&S.
- Link to FSRA / FEEP for integrated response options (lockdown vs. evacuate/invacuate, clear distinction in notification process)

8.4 Electric Safety

The Electricity at Work Regulations 1989 (EAWR) requires electrical systems and equipment to be maintained to prevent danger so far as reasonably practicable, with risk assessments informing inspection frequencies, but at a minimum:

- Fixed wire inspections should take place at least every 5 years (3 years for pools / DT rooms) by NICEIC accredited professionals. Remedial actions should be completed promptly.
- Portable Appliance Testing (PAT) should be done every year by NICEIC accredited professionals.
- Emergency lighting: Monthly functional tests, with an annual full discharge test.

Flammable material (e.g. paper, clothes with man-made materials) should be kept away from electrical equipment and sockets. Paper should not be stored close to printers.

Staff may not bring in used electrical equipment from home and the school may not use electric equipment that was bought (or received) second-hand without it being PAT tested before its first use. New equipment does not have to be tested for the first year of use unless there are reasons for concern. Regular visual electric safety checks have to be conducted, and if there are any reasons to doubt the safety of an appliance, it should be taken out of use immediately.

The use of adapters is not allowed. Extension cables cannot be “daisy chained” and long extension cables stored coiled should always be uncoiled entirely when in use to prevent overheating. The use of portable heaters is prohibited unless they have been risk-assessed and authorised for use by the Headteacher.

Records of inspections and tests should be submitted to the termly H&S Review Meeting and retained for proof of due diligence in the event of an incident.

8.5 Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including, but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts

- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Nominated Competent Person for Health and Safety and circulated to all employees who work with hazardous substances. Schools will also provide staff with protective equipment, where necessary.

All staff who use and store hazardous products do so in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are always stored according to the instructions for the particular product concerned, in secured access areas that are safe from accidental or intentional pupil or other unauthorised access.

All hazardous products are disposed of in accordance with relevant disposal procedures.

Emergency procedures, including procedures for dealing with spillages of hazardous products, are displayed near where the products are stored and, in those areas, where they are routinely used.

8.6 Gas safety

Gas Safety (Installation and Use) Regulations 1998 (GSIUR), mandates that all gas appliances, pipework and flues be installed, maintained and repaired only by Gas Safe registered engineers to prevent risks of fire, explosion or carbon monoxide poisoning.

All schools must ensure they have Annual gas safety certificates for all their boilers (incl caretaker's house if relevant), gas appliances, pipework and flues.

The school must risk assess gas areas; the fire alarm should turn off the gas supply to these areas when activated.

The school should keep records of gas safety certificates and reported on at the Termly H&S Review meeting.

Equipment that is suspected to be unsafe must be immediately isolated.

All rooms with gas appliances are checked to ensure they have adequate ventilation. Carbon monoxide detectors are to be installed near calorifiers.

Staff have a responsibility to report gas smells/leaks immediately. No one in the schools should ever attempt repairs of gas equipment.

An overview of the school's gas safety inspections, which company carries them out and how regularly this is done can be found in Annex V. The inspection certificate is kept as part of the school's (electronic) Health and Safety files.

Gas Leak Procedures

All schools must have site-specific gas emergency procedures in their critical incident/fire plans, including:

- Immediate evacuation on suspicion of leak (smell, hissing); raise alarm.
- No ignition sources (lights, phones, smoking); ventilate if safe.
- From assembly point, call National Gas Emergency Service (0800 111 999) and 999 if fire/injury.
- Await Gas Safe engineer all-clear; no re-entry.
- Site manager to isolate supply, log incident, arrange inspection. RIDDOR if applicable.
- Conduct termly gas leak drills
- Ensure all incidents are recorded and reviewed with a view to improving response procedures.

Annex VI provides model procedures

8.7 Legionella

The Headteacher or the Nominated Competent Person for Health and Safety should have Legionella-specific Responsible Person training. The person undertaking the menial legionella risk prevention actions (usually the caretaker) must have completed at least "Legionella Awareness"-level training. If their duties or the premises are more complex, they should have advanced "Legionella Operative"-level training.

An overview of the school's legionella tests and inspections, who carries them out and how frequently this is done can be found in Annex V. Professional tests/inspections (e.g. BS 7592 sampling, disinfection) should be done exclusively by UKAS-accredited firms or Legionella Control Association members.

The school's water risk assessment should be completed by a UKAS-accredited firms or Legionella Control Association member. This risk assessment will be reviewed every two years, or sooner if significant changes have occurred to the water system and/or building footprint.

The Nominated Competent Person Responsible for H&S is responsible for ensuring that the necessary tests and inspections are carried out by professionals and trained staff members where relevant. They are also responsible for ensuring that the staff member (usually the caretaker / site manager) undertaking the more regular, menial checks and controls is adequately trained, that identified operational controls are conducted and results are recorded in the school's water log book. If the outcomes are within the acceptable range, the log book is reviewed regularly in the Health and Safety Review Meeting. If the outcomes are outside the acceptable range, the Headteacher and the LAC Named Governor are notified immediately so that remedial action can be taken without delay.

The water logbook is ideally automated (using e.g. Safesmart, Alphatracker or similar maintenance tracking systems, or, if unavailable, Google Calendar or outlook). Whichever system used, the tests / measurements are to be pre-identified per area and pre-dated. The logbook is updated when the test has been done.

Regular tests are to be informed by the Risk Assessment and carried out in line with the guidance in Annex IV and HSE guidance.

Results of legionella testing and analyses are to be presented at the termly H&S Review meeting. The Headteacher and the LAC link governor for H&S report on this meeting to the LAC. The minutes of the LAC meeting are shared with the Trust Board of Directors.

Positive Legionella results (>100 CFU/litre) may trigger immediate notification to HSE or the local authority if there is a risk of outbreak.

8.8 Asbestos

The school complies with the Control of Asbestos Regulations 2012 by having a management asbestos survey for all its pre-2000 buildings, which provides it with an up-to-date asbestos register with locations, condition and risk ratings, accessible to all staff/contractors and reviewed annually or post-changes. The school's Appointed Competent Health and Safety Person is also the school's competent asbestos duty holder.

Any works that carry any risk of disturbance to asbestos require a refurb / demolition survey before they are initiated. Non-licensed works have to avoid disturbing asbestos. Relevant staff (caretakers, cleaners) should be trained on recognition/reporting.

The school has an Asbestos Register containing the current Asbestos Survey, which contractors have to sign for acknowledgement before starting their work to confirm their work will not disturb areas of known or suspected asbestos. Works should be stopped if asbestos is suspected.

From the survey, the school should derive an asbestos management plan (AMP), which follows the DfE guidance on "Managing asbestos in your school or college" (https://www.gov.uk/government/publications/managing-asbestos-in-your-school-or-college), and the HSE checklist for audits https://www.hse.gov.uk/education/asbestos-management-checklist.htm. The AMP details the monitoring provisions (6–12 monthly condition checks for high-risk Asbestos Containing Materials (ACMs)), labelling, abatement priorities and emergency procedures (e.g. disturbance: 1. evacuate, 2. notify HSE).

The school obtains and retains asbestos removal certificates following removal and updates the register accordingly.

No smoking is allowed near ACMs.

Trends and / or incidents are reported and discussed in termly H&S Review meetings. Positive findings (fibre release) will trigger RIDDOR reporting and professional remediation. If relevant, staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action they should take if they suspect they have disturbed it.

8.9 Works held on school premises

For all works / contractors: Contractor vetting needs to take place as indicated above. Ensure a re-work Risk Assessment and Method Statement (RAMS) review is completed by the Headteacher or Nominated Competent Person for Health and Safety. A site induction should be completed

before the start of the works. The asbestos register must be signed out if there is any risk that any asbestos-containing materials would be disturbed as part of the works.

No lone access is permitted unless explicitly authorised. Both PUWER (Provision and Use of Work Equipment Regulations 1998) and LOLER (Lifting Operations and Lifting Equipment Regulations 1998) certificates need to be in place for equipment.

High-risk works, e.g. those requiring scaffolding require Trust approval.

8.10 School Kitchen-Related Health and Safety Considerations

All school kitchens—whether Trust/school-managed or contracted—to comply with the Food Safety Act 1990, Food Hygiene Regulations and COSHH. Level 2/3 food hygiene training for all catering staff (refreshers every 3 years), daily cleaning schedules, temperature logs (fridges <5°C, hot food >63°C), pest control monthly and annual EHO audits (rating 4/5+ target). Yearly deep cleans including the cleaning of flues. Clear fire emergency evacuation procedures for kitchen staff, automatic gas cut-off and fire shutter closure in case of fire alarm. Segregation of raw/cooked foods, defects (e.g. faulty ovens) closed immediately and repaired or disposed of as soon as possible.

Allergen management is a key part of the school's overall Allergy Management Procedures. It follows DfE/FSA guidance: publish 14 allergens on menus (NHS Natasha's Law for PPDS), train staff on cross-contamination prevention (separate boards/utensils, no shared fryers), and cross-check IHPs daily. The Trust's Executive Chef (Trust Allergy Lead) audits compliance, verifies contractor HACCP/allergen controls (if relevant).

The non-catering side of the school's Allergy Management Procedures are led by the school's Allergy Lead, who ensures the allergy information held by the school office, the staff supervising the lunch hall, the school catering staff and first aid / storage of medicine for pupils with long-term medical needs / packed lunch management all come together in operating procedures that effectively manage the risks faced by pupils with allergies.

Incidents (e.g. food poisoning) trigger RIDDOR if 2+ affected.

Kitchen incidents and risk assessments are reviewed as part of the termly H&S Review.

8.11 Other Facilities-related H&S Considerations

Risk assessments will need to be made in other facilities areas, depending on the nature of the school's premises and the equipment used, e.g.:

- **Lifts/Hoists and LOLER**: All lifts, hoists, passenger/stair/platform lifts, and other lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), undergoing thorough examinations by a competent person every 6 months for people-carrying equipment (e.g., passenger lifts, hoists) and every 12 months for goods-only lifts, with immediate defect removal and record-keeping. Schools hold responsibility for suitable equipment selection, safe marking with safe working loads (SWL), planned/supervised operations, maintenance via service contracts, and risk assessments

integrated into estates plans to prevent hazards and legal issues. Annual 5-year fixed wiring tests and emergency provisions (e.g., alarms, lowering) must align with LOLER, PUWER, and fire safety standards.

- **Tree Surveys**: Schools must commission regular tree surveys by qualified arboriculturists (e.g., LANTRA-certified) to assess risks from defects like deadwood or decay, particularly near playgrounds or paths, fulfilling health and safety duties of care. Biennial inspections are recommended for trees on school sites, with reports detailing condition, remedial actions, and monitoring schedules; schools handle pollarding, removal, and TPO checks. Tree roots causing playground hazards require evaluation before resurfacing, prioritizing pupil safety without unnecessary felling.
- **Swimming Pools:** Where present, school swimming pools require adherence to the Pool Water Treatment Advisory Group (PWTAG) codes for disinfection, plant maintenance, and operator competency to mitigate health risks like legionella. Pool hoists fall under LOLER, needing 6-monthly inspections and servicing under annual agreements, with water quality monitored via regular testing. Schools manage all maintenance, mandatory risk assessments, and external lettings compliance to ensure safe curriculum and recreational use.

8.12 First Aid, Managing Pupils with Long-Term Medical Needs and medication

The school shall have a risk assessment for First Aid which is updated annually. A medical emergency drill is done at least once a year, to ensure that the Individual Medical Plans and the medication for students and staff with long-term medical needs are managed and stored in such a way that they are easily accessible by responsible adults in case of a medical emergency, while being protected from unauthorised access.

Details on the management food-related allergies can be found under section 8.10.

This section should be read in conjunction with the school's Policy on Supporting Pupils with Long-Term Medical Needs (incl. Medication). The responsibilities of the Lead First Aider of the school are listed in .

See Section 8.15 for further information on the use of personal vehicles in case of emergencies.

8.13 Playground Safety

8.13.1 Play Equipment safety

All playground equipment must comply with BS EN 1176 standards for design, installation, and surfacing (BS EN 1177 for impact attenuation), with annual inspections by a qualified RPII inspector, daily visual checks, and immediate closure of defective items until repaired to minimize injury risks from falls or forced movements. Risk assessments must identify hazards like high fall heights over 600mm, ensuring impact-absorbing surfaces extend appropriately (e.g., 1.83m beyond for 2m height), and maintenance logs retained for compliance. Schools appoint responsible persons for ongoing monitoring, cleaning, and certification of new installations.

8.13.2 Ball sports

Ball sports in playgrounds must follow fair play rules using only soft, age-appropriate balls in designated open areas, prohibiting retrieval over boundaries without supervision to prevent accidents. Rough play, high-risk games like football/rugby near equipment, or misuse (e.g. skipping ropes around necks) are banned, with staff enforcing boundaries and intervening promptly. Equipment like goals requires secure fixing and inclusion in safety inspections.

8.13.3 Playground supervision

Staff must provide active, visible supervision during breaks and lunchtimes, positioned to cover all areas including high-risk zones like equipment and boundaries, remaining attentive without distractions. Duties include hazard surveillance, behaviour monitoring to prevent roughhousing/bullying, and encouraging positive group play, with rotas ensuring adequate ratios based on pupil numbers, age, and activities. Headteachers review procedures annually, training staff on emergencies and reporting concerns.

8.14 Curriculum-Related Risk Assessments

All staff should undertake risk assessments as and when deemed required.

8.14.1 Classroom Safety

Classrooms must maintain clear walkways, stable furniture, secure electrical equipment, and hazard-free floors through daily checks and risk assessments to prevent slips, trips, or electrical incidents. Pupils are supervised, safe behaviour is promoted, defects reported promptly. Displays avoid climbing risks and storage / displays arranged in such a way as to avoid staff having to work at heights.

8.14.2 Sports Safety

Sports equipment must be inspected pre-use for defects, stored securely, and used only by trained staff in suitable areas per risk assessments; dangerous/high-risk activities (e.g., gymnastics over 2m) require qualified supervision and prohibit unsupervised contact sports. Extra-curricular sports, off/on-site competitions, sports trips, welcoming of visiting teams demand venue/activity-specific risk assessments, safeguarding measures (DBS-checked staff incl. volunteers, visitor sign-in) and adequate ratios (e.g., 1:10) and emergency plans. Swimming follows HSE/PWTAG guidelines with qualified lifeguards, poolside supervision, and pre-swim competency checks.

8.14.3 Educational trips and visits

All trips require dynamic risk assessments by the trip leader, under the guidance of the Educational Visits Coordinator (EVC), covering transport, venues, ratios (1:10 for primary), and contingencies. Parental consent, First aid kits, trained first aiders, and provisions for pupils' long-term medical needs (e.g., meds, EpiPens) must accompany groups.

See the Trust/school's guidance on the use of personal vehicles for trips and visits in Section 8.15.

8.14.4 On-site special educational events

Special events which include specific risks (e.g. sleepovers, campfires, animals, knives) need site- and activity-specific risk assessments, following the guidance of the Trust and school's Risk Assessment Policy.

8.15 Motorised vehicles

The Trust requires compliance with the Health and Safety at Work Act 1974 and workplace transport guidance, ensuring motorised vehicles (deliveries, contractors, minibuses) operate safely by segregating pedestrians (barriers/signage, no pupil access to loading bays), using banksmen for reversing, prohibiting pupil proximity during unloading, and risk-assessing routes/surfaces for defects. Headteachers ensure drivers are competent (licences checked), vehicles maintained (brakes/tyres), loads secure (<gross weight), and lighting/mirrors adequate; incidents reported/reviewed termly. Minibuses require PCV licence/section 19 permit.

The Trust discourages routine use of staff private vehicles for transporting pupils, permitting it only in genuine emergencies (e.g. medical evacuation) with prior headteacher approval, parental consent where possible, and strict controls: staff hold business-use insurance (verified annually), valid licence/MOT (>3yrs clean record), Enhanced DBS, two unrelated adults if non-emergency, seatbelts for all, no exceeding capacity, and dynamic RA (vehicle condition, route, passengers). Drivers report accidents immediately; the school will, if approval was granted in advance, cover occasional business use insurance gaps, but not claims excess. Routine trips use insured minibuses (MiDAS/PCV drivers). Incidents are reviewed termly.

8.16 Employment-related risk assessments

Risk assessments are either statutory or best practice for the following situations:

8.16.1 Trips and Falls

The Trust recommends risk assessments for slips, trips and falls—the most common school workplace injuries—to identify and control hazards such as uneven floors, trailing cables, spillages, poor lighting, clutter, worn carpets or unsuitable footwear. Headteachers must ensure daily housekeeping (e.g. prompt spill clean-up, clear walkways), termly site inspections, warning signs/mats at entrances, non-slip flooring where feasible, and staff training on vigilance, especially during cleaning or events. Defects are logged immediately, with high-risk areas closed until repaired, and trends reviewed in termly H&S Review meetings.

8.16.2 Working at Height

Schools must comply with the Work at Height Regulations 2005, which prohibits work at height unless essential and risk-assessed as low risk, with preference for ground-level methods or stable platforms over ladders. Headteachers ensure ladders/stepladders are inspected pre-use (tagged annually), used only for short, light tasks by trained staff (no overreaching, secure footing, 3 points of contact), and stored safely. High-risk tasks (e.g.

roofs, scaffolding) require competent contractors with edge protection; vulnerable workers excluded. Incidents/trends are to be reviewed termly.

8.16.3 Manual Handling

The school must comply with the Manual Handling Operations Regulations 1999, by avoiding manual handling where possible through trolleys, team lifts or mechanical aids, followed by risk assessments for unavoidable tasks evaluating the load, task, environment, individual capability and training needs. Headteachers should ensure staff receive manual handling awareness training during induction and refreshers every 3 years, with trolleys/sack trucks provided for heavy items (e.g. furniture >25kg solo limit). Floor space should be kept clear, twisting lifts in particular should be avoided and all injuries should be reported. Common school risks like moving tables or PE equipment are assessed generically by the school's Nominated Competent H&S Person and reviewed termly

8.16.4 Lone Working

To comply with the Management of Health and Safety at Work Regulations 1999, the school should have a risk assessment for lone working in place, which prohibits it for high-risk tasks (e.g. work at height, violence risk) and ensures that low-risk scenarios foresee the requirement that staff check-in (e.g. phone apps for cleaners/office staff out-of-hours), that emergency procedures are in place and that a suitability assessment is made for the lone working of vulnerable workers. Headteachers should identify lone workers (e.g. site staff early/late), provide training/induction on hazards (violence, isolation), encourage the use of personal alarms where needed. The lone worker is urged to inform a contact of their choice upon arrival to and departure from school premises when working on their own (e.g. during holidays).

No lone home visits are allowed.

Incidents are to be reviewed termly.

8.16.5 Digital Screen Equipment (DSE)

The school complies with the Health and Safety (Display Screen Equipment) Regulations 1992 by requiring workstation assessments for staff using DSE (computers/laptops/tablets) daily for an hour or more, covering screen height (top at eye level), keyboard position, chair adjustability, lighting, breaks (5–10 mins hourly), footrests if needed and eyesight tests (reimbursed if DSE-specific glasses required). Headteachers ensure new users complete self-assessments (Using the HSE template: https://www.hse.gov.uk/msd/dse/assessment.htm) during induction and review annually/on change (e.g. pregnancy, home working), with training on posture/breaks. Issues / trends are reviewed termly during the H&S Review meeting.

8.16.6 Childbearing employees and new / nursing mothers

The school must make a risk assessment for pregnant employees and new mothers. The risk assessment should follow the guidelines in the Trust's Risk Assessment Policy, and specific guidance can also be found on the NEU website:

http://neu.org.uk/latest/library/being-pregnant-work-model-risk-assessment and the HSE website: www.hse.gov.uk/mothers/employer/risk-assessment.htm

8.16.7 Young workers (<18 years)

The school must make a risk assessment for young workers at the school. This includes volunteers, work experience students, etc.. The risk assessment should follow the guidelines in the Trust's Risk Assessment Policy, and specific guidance can also be found on the HSE website: www.hse.gov.uk/young-workers/employer/risks.htm . Factors to consider are their inexperience, immaturity, layout, chemicals, heights. The generic HSE risk assessment template also includes examples for young / vulnerable workers: www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm

8.17 Pets and other animals

No animal is allowed on site other than guide dogs or those explicitly invited on site by the Headteacher for educational or therapeutic purposes. A detailed risk assessment, covering all risks including those related to the spread of diseases (like Salmonella from reptiles or germs from rodents/birds); the triggering of allergies/asthma (dander, urine)/phobias; potential for bites/scratches from stressed animals or rough handling; unintentional neglect/abuse/lack of proper care of the animals by pupils or untrained staff members; and environmental issues (like poor air quality, lack of proper care, breeding conditions pre- and after the visit) should be made for each animal brought on site. Risk control measures, including detailed hygiene measures (e.g. hand washing), qualified supervision and handling, pupils involved, locations visited and visit programme strictly applied. The residual risk of the visit should be low and clearly outweighed by the educational or therapeutic purposes of the visit.

8.18 After-school clubs, wrap around care

The school should receive a risk assessment from every club provider that operates at the school. Clear communication should take place with the providers regarding their H&S risk assessment. The default should be that club use and abide by the school's Health and Safety Policy. Some variations may be agreed based on the club's own risk assessment, e.g. emergency evacuation procedures after hours.

Although club providers must have and use their own first aid kits, an agreement should be reached between the school, the club provider and relevant parents regarding the use of medication stored on-site for pupils with long-term medical needs who also attend before and after school clubs, and to which extent the medication can and should be accessible by the club provider. The agreement should be in writing, agreed by all three parties and reflect the best interests of the pupil who attends both school and the club, whilst complying with other school policies (e.g. data protection, safeguarding).

8.19 PSA and other events held for school pupils by third parties

The Parent Staff Association or other third parties who organise events on school premises, especially if they are targeted at / involve school pupils and families, should make risk assessments for their events which have to be signed off by the Headteacher at least 2 weeks before the event.

8.20 Lettings

Health and Safety requirements should be incorporated in all lettings contracts. All hirers should provide evidence of third-party liability insurance and indemnity, pre-use checks. Any H&S issues with hirers should be reported to and discussed at the termly H&S Review meeting.

9 Records Retention

Health and Safety records should be retained in line with per statutory minimums and/or best practice (e.g. risk assessments: +3yrs; RIDDOR: 3–5yrs; fire drills: 2–6yrs). The use of secure electronic systems for the storage of these records is strongly recommended, as is an annual audit/destruction of information that should no longer be kept. A table of key retention periods can be found in Annex VIII.

10 Health & Safety Compliance Monitoring

The CEO and Board of Directors will review the termly LAC meeting reports for the debriefing on the school's H&S Review Meetings and H&S walks. The KPIs that should be part of the report are the following:

- Incident trends
- Risk Assessments – Completion, Reviews and completion of related control measures
- Completion of H&S-related maintenance and testing
- Training uptake. Report to Board quarterly via CEO

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Annex I – School Named Responsible Persons for Health and Safety

Responsibilities	Position	Name
Overall responsible for the Trust's H&S	CEO of the Trust (LAT and LAT2)	Christalla Jamil
Appointed Trust H&S Lead	COO of the Trust (LAT and LAT2)	Marianne Paemen
Appointed Trust H&S Lead for school kitchens and school meals (incl. Trust Allergy Awareness Leader)	Executive Chef of the Trust (LAT and LAT2)	Emma Wiltshire
Monitors H&S at the school, supporting the Headteacher. Reports to CEO of the Trust in this role.	Nominated Local Academy Committee member for H&S	Jenette Charles
Responsible for day-to-day H&S	Headteacher Site Technician	Lisa Miles Fung Chan
Deputy responsible for day-to-day H&S	Assistant Headteacher	Ben Hobbis
Nominated Competent Person for H&S	Headteacher	Lisa Miles
School Educational Trip Coordinator	Headteacher	Lisa Miles
School Lead First Aider (incl School Allergy Awareness Leader)	School Administrator	Sharon Dias
Responsible for the completion of all H&S-related inspections and maintenance	School Business Manager School Business Administrator	Elliott Bergin Anesha West
Responsible for undertaking basic fire alarm checks, emergency lighting checks, legionella safety procedures	Site Technician	Fung Chan
Trained Fire Extinguisher Operator(s)	Premises Maintenance Technician Site Technician	David Doe Fung Chan
School Chief Fire Warden	Headteacher	Lisa Miles
Trained Fire Wardens (min 1 per evacuation zone + 1 per class, with subs to cover for absences)	Site Technician Class Teachers School Administrator	

In-house routine: Legionella monitoring and water temperature checks Weekly fire alarm testing Monthly emergency lighting checks Fire extinguisher inspections and servicing coordination Termly fire evacuation drills Playground and outdoor equipment inspections Daily premises and classroom safety checks Accident, incident and near-miss reporting and review First aid kit inspections and replenishment Paediatric and general first aid provision monitoring COSHH storage and hazardous substance monitoring Electrical equipment visual inspections and PAT testing coordination Site security, gates and safeguarding access checks Health & safety walk-through inspections Risk assessment reviews, including educational visits and individual pupil risk assessments Manual handling assessments Staff safeguarding, health & safety and induction training Display screen equipment (DSE) assessments for office-based staff	Site Technician Administrator School Business Administrator	Fung Chan Sharon Dias Anesha West

Contractor monitoring and visitor sign-in procedures Asbestos management monitoring (where applicable) Winter weather and slip hazard monitoring Emergency procedures and business continuity reviews		

Annex II - Fire Safety Risk Assessment

The Trust has statutory fire safety duties under the Regulatory Reform (Fire Safety) Order 2005, which mandates suitable and sufficient fire risk assessments (FRSAs) for all school premises. These FRSAs should identify hazards, evaluate risks and implement controls. It must specify responsibilities, processes and review requirements to ensure compliance across schools.

In line with the Fire Safety Order, DfE guidance on educational premises and HSE advice, all buildings/areas used for education including classrooms, halls, kitchens and external spaces need to be covered by the risk assessment. FRSAs form the foundation for fire precautions like alarms, escape routes, detection systems and staff training.

Responsibilities

- The Trust Board of Directors has overall accountability for fire safety and are responsible for ensuring resources for FRSAs, actions and audits, and appointing competent persons if needed.
- The Headteacher has day-to-day responsibility for conducting/reviewing FRSAs annually (or sooner on changes), earmarking the necessary funds for training, inspections, signage and other actions flowing from the FRSA, notifying staff of findings, implementing actions.
- The Nominated Competent Person for H&S is to arrange the necessary inspections of the fire / smoke detection and alarm system, fire equipment, arranging training, maintaining records. Ensuring the site is compliant with the school's FRSA.
- Site staff are responsible for contributing to assessment and their actions, testing equipment and drills, reporting defects, placing and maintaining signage.
- All staff are required to cooperate with instructions, report hazards and follow procedures.

Assessment process and content

FRSAs should follow the following 5-step model:

1. Identify hazards (ignition/fuel/oxygen),
2. Identify people at risk (esp. vulnerable pupils/staff)
3. Evaluate/reduce risks,
4. Record findings/actions and
5. Review.

The FRSA must also cover structural risks (e.g. cladding), escape routes, fire doors, alarms, extinguishers and emergency plans. All significant findings should be recorded.

Frequency and reviews

FRSAs need to be revised annually or after changes (e.g. refurbishments, pupil increases, new activities). An external expert review should be performed every 5 years or as needed. FRSA need to be available for fire service inspections.

Action plans

Action plans stemming from the FRSA should identify clear timescales and owners. The actions should be tracked as frequently as required by the urgency of the intervention, and at a minimum in the school's termly Health and Safety Review meeting.

Monitoring and training

The LAC Link Governor for H&S is to include the monitoring of the FRSAs in the termly H&S report to the LAC, including trends and unresolved actions. The FRSA should include as action fire safety training for staff (e.g. on evacuation, drills). Records should be kept of all fire safety training. The premises-related actions should be integrated into the school's premises management policy. All fire safety equipment is to be tested as per British Standards and the school is required to have a site-specific Fire Emergency Evacuation Procedure (FEEP), with drills performed termly.

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Annex III - Fire Emergency Evacuation Procedures (FEEP)

Each school is required to develop and implement site-specific Fire Emergency Evacuation Procedures (FEEP) as part of, and derived from, their fire safety risk assessment (FSRA), detailing roles, signals, routes, assembly points and drills to ensure safe, orderly evacuations. These procedures must comply with the Regulatory Reform (Fire Safety) Order 2005 and DfE guidance for educational premises.

Key elements to include in the school's FEEP

- Alarm signals and activation: Ideally there should be a separate alarm for a full evacuation (continuous alarm) and for an investigation first (intermittent signals, in case of low false-alarm risk) Continuous alarm for full evacuation; phased or intermittent signals for investigation first (if low false-alarm risk); break-glass points clearly signed.
- Evacuation actions: On alarm, stop activities, leave belongings, close doors, walk (no running), use nearest safe exit; assist vulnerable pupils/staff per Personal Emergency Evacuation Plans (PEEPs);
- Remaining outside until the Chief Fire Warden/emergency services authorise re-entry or order evacuation to the off-site assembly point.
- Assembly and accountability: Designated assembly points; class teachers take registers and check against the day's attendance; headteacher (or nominee) take a staff and visitor register; sweeps by fire wardens to check areas/toilets; report missing persons to headteacher or stand-in.
- Visitors/contractors: Immediate evacuation; visitors sign in/out; brief on procedures at entry.
- Preparatory actions: Assigning of roles (sufficient numbers, e.g. 1 per floor, incl stand-in in case of absence), training of individuals with assigned roles, content list of grab bags (regiters, keys, meds) and ensure their instant availability in case of evacuation
- The school must have a site plan, showing the location of the closest fire hydrants, the school's gas intake, plant rooms, school kitchen, escape routes, fire equipment, assembly areas, storage location for hazardous materials and access routes / doors. The Plan must include the address of the off-site assembly point (in writing, not as location on map). This site plan must be adjusted when major works affect any of the above.

Roles and responsibilities

- Headteacher/(Pre-designated) Stand-in in case of absence : Overall command; liaise with fire service; declare all-clear.
- Nominated Competent Person for H&S: Draft the Schools FEEP for approval by Headteacher,
- Fire wardens/marshals (trained staff): Check panel, coordinate sweeps, manage assembly;
- Class teachers/staff: Lead pupils calmly, check rooms/toilets if assigned, report at assembly.
- Site/office staff: Call 999 if fire confirmed, secure site, take grab bags (registers, keys, meds).
- Visitors : all visitors have to familiarise themselves with the nearest fire exit and assembly point from every location they use in the school.

Drills and training

- Require termly fire drills (unannounced where possible) with records of time taken for full evacuation, issues and debriefs; full evacuation practice at least annually.
- Mandate fire awareness training for all staff on induction/refresher; specialist training for wardens/PEEP assistants. Review procedures post-drill/incident or building changes.

Record keeping

Keep a record of drills and alarm tests (date, time, issues), make them available for insight at the termly H&S Review Meetings and retain them for min 2 years audit purposes.

Additional provisions

- Personal emergency evacuation plans (PEEPs) have to be made for all pupils, adults and visitors on site with mobility needs or disabilities;
- The FEEP must cover the scenario of a major incident (e.g. bomb threat), including the explicit identification of an off-site assembly point. This assembly point has to be 100–150m away, and be large enough to temporarily host all students, staff and visitors safely.
- FEEP procedures must be easily available to all staff at all times; information about the nearest emergency exit should be on display near every door in every room. Evacuation routes / exists are clearly signposted (and changed in the event of any works or other incidents / activities that would alter these routes).
- Monitoring of the school's FEEP will be part of the H&S LAC Link Governor H&S Monitoring Visits and reports on these visits to the LAC (which are reported via the minutes to Trust Board of Directors).

Annex IV - Legionella

The regular tests that are carried out by the school are the following (in line with HSE guidance, whose more detailed instructions are to be followed):

- The identification / confirmation of infrequently used outlets, defined as not used at least once every 7 days, as part of the termly site walks (e.g. staffroom sinks, classroom hand basins, changing room showers, disabled access toilets, outdoor taps, kitchen sprayers, drinking fountains in lesser-used corridors or buildings; include those in annex buildings, music rooms, and temporary classrooms).
- Infrequently used outlets are added to the legionella checklist to be flushed manually at least every week.
- Ensure aerosol-proof procedures are used for the flushing of showers, and that these are disinfected once a quarter (if used frequently), and before and after periods of reduced use (e.g. holidays), to remove any potential Legionella contamination.
- During the holidays or other times that the building or certain parts of the building are not in use, all outlets are flushed manually at least every 7 days.
- Should the termly site walks identify outlets that are no longer required, these will be removed. All associated supply pipework will be taken out and care will be taken that no live dead-end pipework remains in which water can stagnate.
- Heating of Water: the flow and return temperatures at calorifiers are to be checked quarterly. Outgoing water should be at least 60°C and maintain its temperature in the return loop. Hot water tanks should also keep water at 60°C at least to kill Legionella bacteria. Where electric water heaters are used, this should be checked daily.
- Temperature checks: Temperature checks should be done, with a thermometer, of both the hot and cold water systems in the school, at various points throughout the water system to ensure the entire estate is covered, and including points that are the furthest away from the calorifier or water heater. The checks are to be rotated in such a way that each point is checked at least once a month. The temperatures of each should be maintained within the recommended ranges, i.e.: the hot water should be above 50°C, the cold water should be below 20°C within 1 minute of running the water. If anti-scalding thermostatic valves are in use, the water should be tested at the point before it reaches the thermostatic valve. These temperatures should then be recorded so they can be monitored over time. If the temperature falls outside the recommended range, immediate action is required, including system cleaning and disinfection.
- The person(s) responsible for taking these actions is listed in Annex 5

HSE guidelines also require schools to have Legionella tests conducted by external experts in accordance with British Standard BS7592. These include water microbiology laboratory tests for legionella detection. For open systems like cooling towers and pools, routine testing should be at least quarterly. For hot and cold water systems, which are generally enclosed, testing may not be required, but it can be necessary depending on the nature of the water system and the outcome of the risk assessment.

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Annex V - Overview of Health and Safety Inspections

Inspection item	Frequency	Responsibility	Records kept
Site visit H&S check (playground)]	Daily / weekly	Site staff / SLT	Logbook / electronic form
Fixed play equipment visual check	Daily before use	Site staff	Daily checklist
Whole-site formal H&S inspection	Termly	Headteacher +Link Governor / +Nom Comp Person for H&S +Site manager	Quarterly H&S Report to LAC
Curriculum area inspections (Science, DT, PE, etc.)	Termly	Subject Leads	Area-specific checklists
Fire extinguishers/hose reels/blankets	Annually	Fire contractor	Service certificate
Fire alarm system	Annually (+ weekly tests)	Fire alarm contractor (+site manager)	Service report / logbook
Emergency lighting	Annually (3hr test) + monthly	Electrical contractor + site manager	Test records / logbook
Portable appliance testing (PAT)	Annually	Competent person	Asset register + test labels
Fixed play equipment (RPII inspection)	Annually	RPII Inspector	Inspection report
Pressure systems (boilers, air receivers)	Annually or per scheme	Competent engineer	Examination certificate
Fixed electrical installation (EICR)	Every 5 years	Electrical contractor	EICR Report
Gas safety Check	Annually	Gas safe engineer	Landlord safety certificate
Legionella risk assessment	Every 2 years	Water hygiene specialist	Risk assessment + written scheme
Legionella temperature checks / flushing	Weekly / monthly / quarterly	Site staff	Temperature log
Asbestos management survey/re-inspection	Annually for ACMs	Duty holder	Asbestos register / report

Fire risk assessment	Every 3 years (or annually high risk)	Competent person	FRA document / action plan
Air conditioning/TM44 inspection	Every 5 years	Specialist	Compliance report
LOLER – passenger lifts / hoists	Every 6 months	Competent examiner	Thorough examination report
LOLER – goods lifts	Every 12 months	Competent examiner	Thorough examination report
Work equipment (PUWER) inspections	Per risk assessment / manufacturer	Competent person	Inspection records
Educational visits / trips risk assessments	Per trip / activity	EVC / Trip Leader	Visit / Trip risk assessment

Annex VI - Suspected Gas Leak Model Procedure

The school should have clear, step-by-step advice available on suspected gas leaks as part of emergency procedures, emphasising immediate evacuation, no ignition sources and emergency calls to prevent explosion or CO poisoning. Procedures must align with HSE guidance, DfE estate management and the Gas Safety Regulations.

Detection and immediate actions

Signs of leak: Strong “rotten egg” smell (mercaptan additive), hissing, dead plants, illness (headaches/nausea from CO), or gas meter issues.

Do not: Switch lights/appliances on/off, use phones inside, smoke, enter confined spaces or attempt repairs.

Do immediately:

- Open doors/windows for ventilation (if safe).
- Turn off gas at appliance/meter if safe and no smell persists.
- Evacuate calmly using fire procedure to assembly point (avoid gas areas).
- Alert and emergency response
- Raise fire alarm and evacuate entire site (or affected area if minor).

From safe location, call National Gas Emergency Service (0800 111 999 for natural gas; supplier for LPG) from landline (not mobile near site).

Dial 999 if fire, injury or imminent danger.

Notify headteacher/SLT/site manager/Trust H&S lead immediately.

Post-evacuation

- Account for all pupils/staff/visitors at assembly (registers out).
- Await Gas Safe engineer/police/fire service all-clear before re-entry.
- No re-entry until professionally declared safe.

Follow-up and reporting

- Site manager isolates supply; log incident; arrange Gas Safe inspection/repair.
- Report as RIDDOR if injury, dangerous occurrence or major escape.
- Review/debrief; update risk assessment if recurring

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Annex VII - The responsibilities of the school's First Aid Leader

This role is crucial for maintaining a safe and supportive environment for students and staff. The first aid leader is responsible for overseeing the school's first aid program, including ensuring that:

- Make all necessary first aid-related risk assessments and ensure the risk mitigation actions are taken.
- There are enough first aiders in the school, that these are adequately trained and spread in such a way that all areas of the school can be accessed quickly by a first aider in case of an emergency.
- Manage the individual health care plans (IHCP) of pupils with long-term medical conditions, ensure these are signed by the parents and updated at least once a year and more regularly if the medical needs change. Ensure any medication held by the school as stipulated by the IHCP, is provided by the parent / guardian, kept as directed (e.g. kept in fridge, out of direct sunlight, etc) and is in date. Establish where and how medication, held by the school as part of the IHCP, is stored and labelled, ensuring the right balance between on the one hand (i) the protection against unauthorised access and (ii) easy access by adults (who may be uninitiated to the school premises or may not be a trained first aider) in case of emergency, when time is of essence to identify and collect the correct medication as quickly as possible, on the other.
- Establish the first aid procedures for the school, including :
    - Ensuring everybody in the school (including visitors) knows who the first aiders are
    - Defining the process of how the closest first aider is reached and clearly informed of the location of the incident in the event of an emergency
    - Ensure all staff are trained in the school's first aid procedures
- Ensure first aid equipment and supplies are available, properly stocked, easily accessible to first aiders (while secured from access and in date.
- Implementing the school's policy on Supporting Pupils with Long-Term Medical Needs (incl medication), and notifying the Trust of any changes that would be required to this policy in order to aid its practical implementation in the school;
- Establish first aid procedures for trips and visits, including adequate training for enough staff to ensure first aid-trained staff coverage for both trips and school-based activities simultaneously. Ensure portable First Aid kits are available for school trips and that these, and medicines for any children on the trip with known medical needs, are taken along on trips.
- Take on the role of school allergy awareness leader, by ensuring proper allergy training and procedures across the school, involving relevant teaching staff, kitchen staff, lunchtime supervision staff, trip leaders and others as required.
- Conduct First Aid drills, to ensure the procedures that have been put in place are effective and fit-for-purpose.

Annex VIII - Retention Schedule

Record	Retention
Risk assessments	Use +3yrs
Fire RA/drills	Use +2yrs
PAT/gas certs	Life of equipment
RIDDOR	3â€“5yrs
Training (health)	40yrs